

# Help Desk Call Report Form

## Call

Caller:_____	Date:_____	Time:_____
Location:_____	Phone:_____	
Received by:_____		
Description:_____		
_____		

## Notes on the Call

_____
_____
_____
_____

**Follow-up Call on**\_\_\_\_\_ **By**\_\_\_\_\_

_____
_____

## Follow-up Call

**on**\_\_\_\_\_ **By**\_\_\_\_\_

_____
_____

## Outcome of Call

_____	<input type="checkbox"/> Solved
_____	<input type="checkbox"/> Unresolved
_____	

